



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10/18/17	<u>Interviewer:</u>	RFA #17 – 61
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

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|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/18/17	Dennis Dashiell email SGS and Mallory Sullivan re: possible EO issue	See email in file [REDACTED] [REDACTED] contacted HR for support working with [REDACTED] (Assistance Director, [REDACTED]) Due to the nature of the behavior [REDACTED] described, Dennis recommended [REDACTED] meet with EO.
10/18/17	SGS t/c Dennis	
10/18/2017	MS call to [REDACTED]	Invite for meeting at EO to further discuss concerns.
10/27/2017	MS met with [REDACTED] at EO	[REDACTED] finds the behavior of [REDACTED] colleagues [REDACTED] to be unprofessional and uncomfortable, she feels that if she does not put measures in place to control the situation that he will "cross boundaries." When asked if she felt that his behavior was sexual in nature or directed toward her because of her sex, she responded, "No, it is just unprofessional." She says that "he has not crossed any boundary – yet." She feels he devalues her position, makes jokes directed at everyone that make women feel uncomfortable, and acts unprofessional. She feels that he tries to side-step her role and does not like when she says "no" as part of her job. Overall, she does not feel it is based on

		sex. MS told her that if she does not feel the behavior is related to sex/gender, or another protected characteristic, then it would be appropriate to continue working with HR. MS informed [REDACTED] that if in the future her position changes or the conduct changes, that she can contact EO. [REDACTED] was satisfied with this outcome and thanked EO for discussing these issues.
10/30/2017	MS follows up with HR	
10/31/2017	Dennis emails [REDACTED] to continue with HR process	